

DECENTRALIZED RECORDS MANAGEMENT SELF-ASSESSMENT

1. Directorate: _____
2. Is the appointed Assistant Records Management Coordinator's (ARMC) designation letter on hand: Yes / No
3. Are the following references on hand: Yes / No
 - a. BUMEDINST 5210.10, Navy Records Management Program
 - b. SECNAV M-5210.1, Records Management Manual
 - c. SECNAVINST 5210.8D, Department of the Navy Records Management
 - d. SECNAV M-5210.2, Standard Subject Identification Code (SSIC) Manual
4. Have all NAVMEDLOGCOM members completed the mandated Navy Knowledge Online (NKO) Training (Records Management in the DON: Everyone's Responsibility (DOR-RM-010)): Yes / No
5. Is the training mentioned above documented for all personnel? Yes / No
6. Have all personnel received an annual reminder of their records responsibilities to include the five specific topics delineated in SECNAVINST 5210.8D paragraph 7a(3)? Yes / No
7. Does your directorate maintain sufficient records to provide evidence of its functions, policies, procedures, decisions, organization, and operational, logistical, and support transactions? Yes / No

(SECNAVINST 5201.8D, paragraph 6a)
8. Are records created, received, or maintained for the government by contractors managed in accordance with SECNAV M-5210.1, Part I, paragraph 6? Yes / No
9. Are electronic records, including record e-mails, that meet the definition in question 7, saved in accordance with BUMED policy? Yes / No

10. In case of record emails, is the following metadata, at a minimum, included in accordance with Secretary of the Navy and Department of the Navy, Chief Information Officer policies: message text, attachments, sender and recipient names, transmission date, and receipt date? Yes / No
11. Are records containing Personally Identifiable Information (PII) appropriately filed and safeguarded? Yes / No
12. Have vital records been identified? Yes / No
13. Are SSIC's assigned to all records? Yes / No
14. Are file procedures periodically reviewed? Yes / No
15. Do you have a file plan that contains a list of record categories as well as disposition dates for each record in accordance with BUMED policy? Yes / No
16. Have cutoff dates been established (calendar and fiscal year timelines)? Yes / No
17. Are records organized in such a way that it is practical to manage throughout their lifecycle? Yes /No
18. Is there a procedure in place to track records that are removed from their files? Yes / No
19. Is disposal control guidance for each record series posted on file cabinets, drawers, guides, or file folders, as appropriate? Yes / No
20. Have proper retention standards been applied to eligible records and are disposal actions promptly taken? Yes / No

DECENTRALIZED FILE
LABEL AND DIAGRAM EXAMPLE

